



## CNS 6 Technology Classroom Help Sheet

### Starting Your Presentation:

1. Locate the black “Removable Wall Panel” and if the screen is black (in sleep mode); touch the screen to wake it up. The beginning screen is designated by the Fairfield University logo.
2. You may detach the removable wall panel at any time. Removing the panel will not disrupt any of the equipment that is in use. **To remove the wall panel,** touch the “Undock Panel” button under the bottom right portion of the screen. The panel will unlock. Do not be alarmed by the unlocking noise; the panel will not fall out of the dock.
3. Next, touch the screen to “Use audio visual system.”
4. The system will turn on. Follow the instructions on the screen to use the system.
5. There are four options to select from:
  - The “**LAPTOP**” button will show the image on your laptop.
  - The “**PC**” button will show the Instructor’s computer.
  - The “**DVD**” button will show the DVD player and
  - The “**VCR**” button will show the VCR player.
6. Make your selection by pressing the associated button. The projector will go through a warming up process and will project the selected image when done.
7. The electric screen will lower automatically. **You must stop the lowering of the screen** before it hits the floor. Press the stop button on the control box to the left of the black removable wall console to do so.

**Note:** You can also manually raise and lower the screen at any time by pressing the Up and Down arrow buttons on the white control box.

### Presenting from a Laptop

1. Before starting your presentation, you must connect your laptop via the VGA and Audio cable (if you need sound) to the multimedia system. One end of the cable will be plugged into the wall behind the media console and the other end will plug into the VGA port on your laptop. **IMPORTANT NOTE for Mac Users:** you must use a VGA dongle to connect to the VGA cable.
2. When done, follow the “Starting Your Presentation” instructions. When you reach Step 5, choose the “LAPTOP” button to display your laptop. **IMPORTANT NOTE:** You may have to adjust your laptop’s resolution to properly display your screen image through the projector. PC users may have to press “**F8**” or the function button associated with your external display to display their image through the VGA port on their laptop. Mac users may need to press “**F7**.”

### Presenting from the Instructor’s computer

1. In order to use the computer, you must first turn on the audio visual system. When you reach Step 5, choose “PC” to display the Instructor’s station. The Instructor’s computer image will appear on the computer monitor and through the projector.

### Presenting from the DVD player

1. To start, follow the “Starting Your Presentation” instructions. When you reach Step 5, choose the “DVD” button to display the DVD image. The DVD control screen will appear on the removable wall panel.
2. Place the DVD into the player; it will automatically start playing. Use the controls on the removable wall panel for DVD playback options.

### Presenting from the VCR player

1. To start, follow the “Starting Your Presentation” instructions. When you reach Step 5, choose the “VCR” button to display the VCR image. The VCR control screen will appear on the removable wall panel.
2. Place a tape into the VCR and use the controls on the removable wall panel for VCR playback options.

### Ending your Presentation **\*\*You must shut down the Audio Visual System when done!!!\*\***

1. To turn off the system, select the “OFF” button on the bottom left side of the removable wall panel. Select the “YES” option if you wish to shut down the audiovisual system. The projector(s) will go into a cool-down mode and the wall panel will go back to the start screen.
2. The electric screen will rise automatically.
3. If you have removed the wall panel, place it back into the dock with the bottom part of the panel first. Then push the sides or top of the panel to the back of the dock until the panel locks into place. The panel must be replaced to recharge in the dock. Remember to take out any DVD or VCR tape that you have used.

|  |   |
|--|---|
| <ul style="list-style-type: none"><li>▶ Volume for the system can be adjusted by pressing the <b>Volume Up and Down</b> buttons on the removable wall console. Press the mute button to mute sound.</li></ul>  | <ul style="list-style-type: none"><li>▶ To display another device (Laptop, DVD, VCR, PC) through the projector, simply press that device’s button.</li></ul>  |
| <ul style="list-style-type: none"><li>▶ Do not shutdown the Instructor’s computer.</li></ul>   | <ul style="list-style-type: none"><li>▶ If you see a log-in screen when you wake up or turn on the computer, enter the username and password supplied on the monitor to login to the computer. (<b>Username = cns6, password = cns6lab</b>)</li></ul> |
| <ul style="list-style-type: none"><li>▶ For wireless internet access, please follow the instructions supplied for the room, which are posted on the wall in the front of the room.</li></ul>   |   |
| <ul style="list-style-type: none"><li>▶ The projector image can be “muted” without turning off the multimedia system. To do so, select the “Projector Options” button on the removable wall panel and then select the “Mute Image” button on the screen. To display the image again, select the “Proj Image” button again.</li></ul> | <ul style="list-style-type: none"><li>▶ All devices can be controlled from the removable wall panel. There is no need to manipulate any controls in the multimedia console.</li></ul>   |

#### “Who to Contact...”

- For classroom documentation and training: Contact Jeff Potocki in C&NS at x4069 or visit <http://www.fairfield.edu/cnstraining> for reference materials.
- For equipment issues (computer, media console, projectors, drop down screen, removable wall panel, StarBoard): Contact AMES in the Media Center at x2593.